

## NOTICE OF NONDISCRIMINATION

Doña Ana Community College is dedicated to nondiscrimination and equal opportunity in education and employment compliance with state and federal laws which prohibit discrimination on the basis of race, color, national origin, ethnicity, gender, gender identity, sexual orientation, spousal affiliation, physical or mental disability, serious medical condition or veteran status.

## OFFICE OF CAREER PLACEMENT AND COOPERATIVE EDUCATION

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### OFFICE HOURS:

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Monday—Friday  
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Please note: DACC observes all major holidays.



# DRESS FOR SUCCESS



## GUIDELINES

## Dress for Success

A significant part of a hiring decision is based on nonverbal elements in an interview—handshake, eye contact, body language, posture, listening skills, clothing, grooming and accessories. Don't overlook the power of a good first impression.

How should you dress for an interview? Dressing conservatively is always the safest route. Remember, you are marketing a product—yourself—to a potential employer, and the first thing the employer sees when greeting you is your attire; thus, make every effort to have the proper dress for the type of job you are seeking.



### Hints for Dress for Success for Men and Women

- Clean and polished conservative dress shoes
- Apparel should be clean and neatly pressed
- Apparel should fit well
- Well-groomed hairstyle
- Cleaned and trimmed fingernails
- Visible tattoos should be covered to avoid distraction
- Minimal cologne or perfume
- No visible body piercing beyond conservative ear piercings for women
- Well-brushed teeth and fresh breath
- No gum, candy, or other objects in your mouth
- Minimal jewelry
- No body odor
- Do not bring friends or family members with you to the interview
- Finally, check your attire in the rest room just before your interview for a final check of your appearance—make sure your tie is straight, your hair is combed, etc.

## Dress for Success for Women

The standard job interviewing attire for women is a conservative dark navy or gray skirted wool blend suit.

Other conservative colors—such as beige or brown—are also acceptable. Red is a power color. A blazer with blouse and skirt is a possible second choice to a suit. You should always wear a jacket.

Skirt length should be a little below the knee and never shorter than above the knee. Avoid wearing a dress unless accented with a jacket. Blouses should be cotton or silk and should be white or light in color. Shoes should be low-heeled.

Make-up should be minimal, with lipstick and nail polish conservative tones. Pantyhose should be flawless (no runs) and conservative in color. Do not have excessive body odor or cologne.

## Dress for Success for Men

The standard job interviewing attire for men is a conservative dark navy or gray two-piece business suit, a white long-sleeved dress shirt, a conservative tie, and polished dress shoes.

If you do not own a suit then wear a conservative sports coat, dress slacks, white long-sleeved dress shirt, a conservative tie, and polished dress shoes. Your belt should always match your shoes.

If you have a beard or mustache, your facial hair should be neatly trimmed. If you have any visible body parts pierced, remove all jewelry, including earrings. Do not have excessive body odor or cologne.